



COMDTINST 5234.5
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COMMANDANT INSTRUCTION 5234.5

Subj: Desktop Productivity Software Standards

1. PURPOSE. This instruction establishes the Coast Guard's desktop productivity standard software suite for all Standard Workstation III (SWIII) and SWIII-compatible workstations. This suite of products consists of two major components. The first component is Microsoft's (MS) office suite, MS Office Professional for Windows coupled with MS Exchange Mail. The second component consists of MS Project, Micrografx Designer and JetForm.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, unit commanding officers, and Chiefs of offices and special staff divisions at Headquarters shall comply with this instruction.
3. DIRECTIVES AFFECTED. COMDTINST 5230.35A is still in effect. OFIS Document Designer is still the standard CGSWII/CTOS word processing software for those units who have not yet migrated to SWIII.
4. BACKGROUND. On June 12, 1995, the Coast Guard's SWIII contract was awarded to Unisys, Incorporated. The SWIII contract is a one year, Indefinite Delivery/Indefinite Quantity (IDIQ) contract with four option years. This contract was competed on a full and open basis. MS Office Professional for Windows software, in conjunction with MS Exchange Mail, MS Project, Micrografx Designer, and JetForm,

was the offered SWIII standard software solution. After award, the Coast Guard negotiated a Coast Guard-wide license for up to 24,000 copies of MS Office Professional for Windows coupled with MS Exchange Mail. The license includes software upgrades (e.g. new version of the word processing software) for the life of the contract.

5. DISCUSSION. The first component of the SWIII desktop productivity suite is the office suite, MS Office Professional for Windows which includes:
- Word (Word Processing)
 - Excel (Spreadsheet)
 - PowerPoint (Presentation Graphics)
 - MS Access (End User DataBase)
 - MS Exchange Mail (Electronic Mail), with Scheduler.

Commandant(G-SCC) will fund the registration fee for the right-to-use MS Office Professional for Windows and MS Exchange Mail for all SWIII workstations, with the exception of those for units approved for early migration who used their own funds to pay the registration fee. In addition, owners of SWIII-compatible workstations will need to arrange with Commandant(G-STC) to procure licenses for these computers.

The second component of the desktop productivity suite consists of the following individual software applications:

- MS Project (Project Management)
- Micrografx Designer (Freehand Graphics)
- JetForm (Forms Access/Development)

Standard configurations of desktop productivity software for SWIII servers and workstations are being developed. In addition, site surveys of a unit will be conducted to develop a unit's migration order. Based on these considerations, Commandant(G-SCC) will fund and purchase the individual licenses needed for each unit.

All desktop productivity suite products include on-line, end user assistance tools such as "Help" and "Wizards" which address some aspects of end user training and provide quick references to software features. All documentation will be provided on CD-ROM, with hard-copy separately available on the contract.

6. POLICY. Word and Excel are the only word processing and spreadsheet software authorized and supported on SWIII and SWIII-compatible workstations.

PowerPoint is the only authorized and supported presentation graphics software for SWIII and SWIII-compatible workstations. PowerPoint is a powerful graphics package designed to produce slide shows and briefings and, when coupled with Excel, fulfills virtually all presentation graphics requirements.

MS Access is the only authorized and supported end user database application for SWIII and SWIII-compatible workstations. Policy and guidelines on the use of MS Access are addressed in the Standard Software Application Environment instruction.

MS Exchange Mail is the only authorized and supported electronic mail standard program for SWIII and SWIII-compatible workstations. Previous versions of electronic mail included with the MS Office Professional for Windows commercial product are neither authorized nor supported for SWIII and SWIII-compatibles.

MS Project is the only authorized and supported project management software for SWIII and SWIII-compatible workstations.

Micrografx Designer is the only authorized and supported freehand graphics software for SWIII and SWIII-compatible workstations.

JetForm is the only authorized and supported automated forms software for SWIII and SWIII-compatible workstations.

MS Office Professional for Windows and the other products identified in this instruction are not compatible with, and cannot operate on the CGSWII/CTOS operating system.

7. IMPACT. Adoption and implementation of a standard desktop productivity software suite reduces support, training, interoperability, and acquisition costs. Since most Coast Guard workstation users require desktop productivity software to do their jobs, these support and acquisition requirements must be effectively managed. For these cost avoidance reasons, MS Office Professional for Windows, MS Exchange Mail, MS Project, Micrografx Designer, and JetForm are the only authorized and supported products for their category of functionality on SWIII and SWIII-compatible platforms.
8. PROCEDURES.
 - a. All new purchases of desktop productivity software for SWIII and SWIII-compatible workstations must be MS Office

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Professional for Windows (including MS Exchange Mail), MS Project, Micrografx Designer, and JetForm, and must be procured centrally via Commandant(G-SC).

- b. Upon individual site migrations from CGSWII to SWIII, the standard SWIII suite will replace the standard CGSWII/CTOS suite, even if a site retains a few CGSWII systems to support mission essential applications.
- c. Retrofitting the desktop productivity standard software for SWIII-compatible workstations already on hand will be addressed on a case-by-case basis.
- d. Retrofitting the desktop productivity standard software for nonstandard workstations already on hand, but not SWIII-compatible (ex. MacIntosh systems), will also be addressed on a case-by-case basis.
- e. Requests for waivers to this policy must be submitted to Commandant(G-SC) and must be justified by a business requirement and benefit/cost analysis in accordance with COMDTINST 5230.55.

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